

Title: Process for Hiring Teaching Staff

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
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Revision History

Revision	Date	Revision Description	Originator
A	July 5, 2004	Initial release	K. Buchheit
B	April 3, 2006	amend policy	K. Buchheit
C	May 2, 2016	Revisions	K. Buchheit

Process for Hiring Teaching Staff.

Objective:

The objective of this policy is the following to provide the steps for hiring employees at Bethany Charter School.

Procedure:

1. Identify open position.
 - a. For the administrator position, the board determines when this position is open.
 - b. For a teacher position, the board and administrator determine when one is open.
 - c. For all other staff positions, the administrator determines when one is open.
2. Review the job description for the open position and revise or amend job description as needed to bring up to date.
3. Advertise the open position.
 - a. For an administrator or teaching position:
 1. Place ad on state website through the SFSD
 2. Newspaper ad - optional
 3. Ads on University Bulletin Boards - optional
 - b. For all other staff positions:

1. Place ad on state website through the SFSD
2. Newspaper ad - optional
3. Ads on University Bulletin Boards - optional

4. Prepare application requirements.

a. For an administrator or teacher applicant, the requirements include, but may not be limited to:

1. Cover letter
2. Resume
3. Transcript
4. At least 3 letters of reference
5. Philosophy of a split grade classroom for grades applying for.
6. View of a charter school with a science and technology focus.
7. Question packet
8. Personal biography

b. For all other staff positions, the requirements include, but may not be limited to:

1. Cover letter
2. Resume
3. Letters of reference

5. Establish selection committee. This committee is established only for the review of applications and interviews for an administrator or teaching position. The selection committee is not a standing committee and the committee members can and may change each time that teacher or administrator positions are determined open. For all other staff positions, the BCS Administrator handles the review of applications and interviews. The selection committee will consist of the following:

- a. 2 BCS Board members
- b. The BCS Administrator
- c. 1 other BCS teacher/staff member if available
- d. 2 BCS community members.

The BCS Board reserves the right to change the composition and/or numbers of the selection committee at any time.

6. The selection committee will read the applications for teaching or administrator applicants and select candidates for interviews. For all other staff positions, the BCS administrator reads the applications and selects for interviews.

7. Interviews are scheduled.

a. In the case of teacher or administrator applicants, the number of applicants selected determines the number of days needed for interviews. Need to schedule enough time per interview to cover both the interview and the sample lesson. Allow at least 15 minutes break time between interviews for selection committee to get ready for the next applicant. Interviews may be scheduled by the BCS Administrator or the BCS Board secretary or their designee.

1. When scheduling interviews, applicants are asked to bring a sample lesson and to be prepared to teach a 15 minute lesson.
- b. For all other staff positions, the BCS Administrator determines the interview schedule needed.

8. Interviews

- a. For staff positions other than teacher or administrator, the BCS Administrator determines how interview is conducted and what is included in interview. All interviews for the same position will be conducted the same and include the same requirements.
- b. For a teaching or administrator position, the interviews will include the following:
 1. Applicant met and given a tour of the school by a designated “host” or “greeter”. The host/greeter will fill out an evaluation form for each applicant to give to the selection committee.
 2. Formal interview with selection committee. Selection committee will have a question/evaluation form for each applicant.
 3. Applicant will explain their sample lesson to the selection committee.
 4. Applicant will teach 15 minute sample lesson to assembled students.
 - a. Students consist of 5-12 students either of the grade levels being interviewed for or a general grouping that is representative of the school as a whole. The administrator observes the sample lesson. The students fill out evaluation form on each applicant for the selection committee.

9. After administrator or teacher interviews, the selection committee chooses candidate(s) to recommend to the BCS Board. For all other staff positions, BCS Administrator chooses the best candidate.

10. BCS Administrator contacts the references of the candidate.

11. For an administrator or teaching position, the BCS Board votes - at a regular board meeting - to offer position to the candidate recommended by the selection committee. For all other staff positions, the BCS Administrator offers position.

12. Upon acceptance of job position, the following needs to be done:

- a. Review the job description with the new employee.
- b. Contract signed.
- c. Review employee handbook
- d. Review student handbook.
- e. Meet informally with other staff
- f. Determine health insurance eligibility and contact insurance agent as necessary.
- g. Formal paperwork for payroll, PERS, etc. through the SFSD
- h. Fingerprinting and background checks.